

DD/A Registry  
85-1859

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

1985 Inventory and Audit of Top Secret  
Collateral Documents

FROM:

CIA Top Secret Control Officer  
826 Ames Building

EXTENSION

NO.

OIS 85-247

DATE 16 May 1985

TO: (Officer designation, room number, and  
building)

DATE

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

1.

Executive Officer to the DDA  
7D18 Headquarters

23 MAY 1985

OFFICER'S  
INITIALS

2.

3.

DDA/FRO

4.

5.

Top Secret Control Officer  
7D18 Headquarters

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DD/A REGISTRY  
FILE: 70-4

For Action.

Suspense: 27 June 85

Keep Copy of Computer Listing  
fwd to Agency TSCO (850715)FORM  
1-79

610

USE PREVIOUS  
EDITIONS

GPO : 1983 O - 411-632

85-1859

OIS 85-247

16 May 1985

MEMORANDUM FOR: ODDA, Top Secret Control Officer  
THROUGH: Executive Officer to the DDA  
FROM:   
Agency Top Secret Control Officer  
SUBJECT: 1985 Inventory and Audit of Top Secret  
Collateral Documents

1. The Agency's Top Secret Control Officer is required to conduct an annual inspection of Top Secret collateral documents held by each Agency office and will soon begin this inspection for this year. The inspection will be carried out in accordance with procedures specified in  'Collateral Top Secret Control Handbook.'

2. To facilitate this year's inspection, a listing of the Top Secret collateral documents assigned to your office as of May 1985 is provided for reference by the Top Secret Control Officer. The control officer is responsible for physically inspecting office holdings, verifying these documents against those contained in the listing, and updating the inventory based on current information, and returning the list to this office by 1 July 1985.

3. After this initial inventory process is completed, my staff will conduct an audit of your office's control procedures and seek to physically locate a sampling of Top Secret collateral documents charged to your component. This year's document audit will focus on documents assigned CIA control numbers since 1983 and some older documents on which we have incomplete data in our computer system. Our objective in reviewing some of these older documents is to upgrade our data base information in preparation for the introduction of the new on-line computer system in August 1985.

4. Based on our experience last year, I believe that the 1985 audit should go smoothly and quickly. If you wish additional information or assistance with this year's inventory, I can be reached on extension  or

Attachment

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